**IT Applications Unit 3, AOS 2, Organisations and Data Management**

**Database Design Tools, p 106**

**Naming Conventions**

**1** List the naming conventions that can be applied to a database.

tbl, cus, qry, frm, rpt

**Entity-Relationship Diagram, (ERD)**

1. Describe the nature of these diagrams.

used to establish the interrelationships between different data elements.

1. Draw the symbols used to represent, entities, relationships and attributes.
2. List the three steps to create an ERD.

identify he entities

define the relationships

add the attributes to each entity

**Data Structure Table**

1. draw a diagram of the data structure table which is used to design a new database.
2. Note: database tables cannot hold formulas.

**Data Structure diagram**

1 What is the purpose of this diagram?

to indicate the relationships that exist between the specific tables

**Query Design**

1. what is a query?

they are used to filter out only those records that meet the query criteria.

1. Distinguish between a primary and a secondary sort
2. Read the query criteria that can be used, including symbols, plain text, \*? Wildcards, etc.

**Layout diagram**

1. What does a layout diagram involve?

sketching what an input form or the output (reports) of the solution will look like.

1. List what is contained on a layout diagram.

headings, layouts and fields

**Test Data**

1. When is a set of test data prepared?

in the design stage.

1. What is the role of the test data?

to ensure that the solution is functioning correctly

**Validating data**

1. List the available electronic validation checks in the software.
2. What is an input mask?

used to reduce the chance that invalid data is entered